

Sample

October 15, 2004

Dear Service Provider:

The City of San Antonio recently adopted an amendment to the City of San Antonio's Three-Year Annexation Plan that includes the Southside Initiative Expansion Area. The intent of this letter is to notify public and private service providers that currently serve this area and to request service information required by Section 43.053 of the Texas Local Government Code. A map of the area is attached for your reference. A copy of the adopted Three-Year Municipal Annexation Plan as amended July 22, 2004, can be found on the City of San Antonio web site at www.sanantonio.gov

This letter serves as a formal request for information regarding the types and levels of services that you have provided to this area during the 2003 calendar year. This information should be returned to us within 90 days of receipt of this request or by January 14, 2005. The information that each service provider submits will then be compiled into an inventory of services and posted on the City's web site at www.sanantonio.gov. Only those services provided in the year preceding the date of the Plan amendment need be included in your submittal.

Please include information regarding

1. the type of service provided,
2. the method of service delivery, and
3. also, the following specific information if your organization provides this service:
 - For infrastructure facilities and maintenance (including roads, utility facilities, and drainage structures):
 - An engineering report that describes the physical condition of all infrastructure elements in the area and,
 - A summary of capital, operational and maintenance expenditures for that infrastructure.

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- For critical services (fire, police, and emergency medical services):
 - Average dispatch and delivery times.
 - Equipment schedules, including vehicles.
 - Staffing schedules, including certification and/or training levels of personnel.
 - A summary of operating and capital expenditures.

Please provide this requested information to:

Roxie Andersen, Planner II
Comprehensive Planning Division
Planning Department
PO Box 839966
San Antonio, TX 78283-3966

If you need more than the 90 day deadline of January 14, 2005, to compile the requested information, please submit a written request for an extension and state estimated completion date.

If you have any questions regarding this request, you may contact Roxie Andersen at 207-7244 or by e-mail at roxiea@sanantonio.gov or Jesús Garza at 207-7950 or by email at jesusg@sanantonio.gov.

Sincerely,

Emil R. Moncivais, AIA, AICP
Director, Department of Planning

cc: Roxie Andersen, Planner II
Jesus Garza, Planning Manager
Bill Wood, Deputy City Attorney